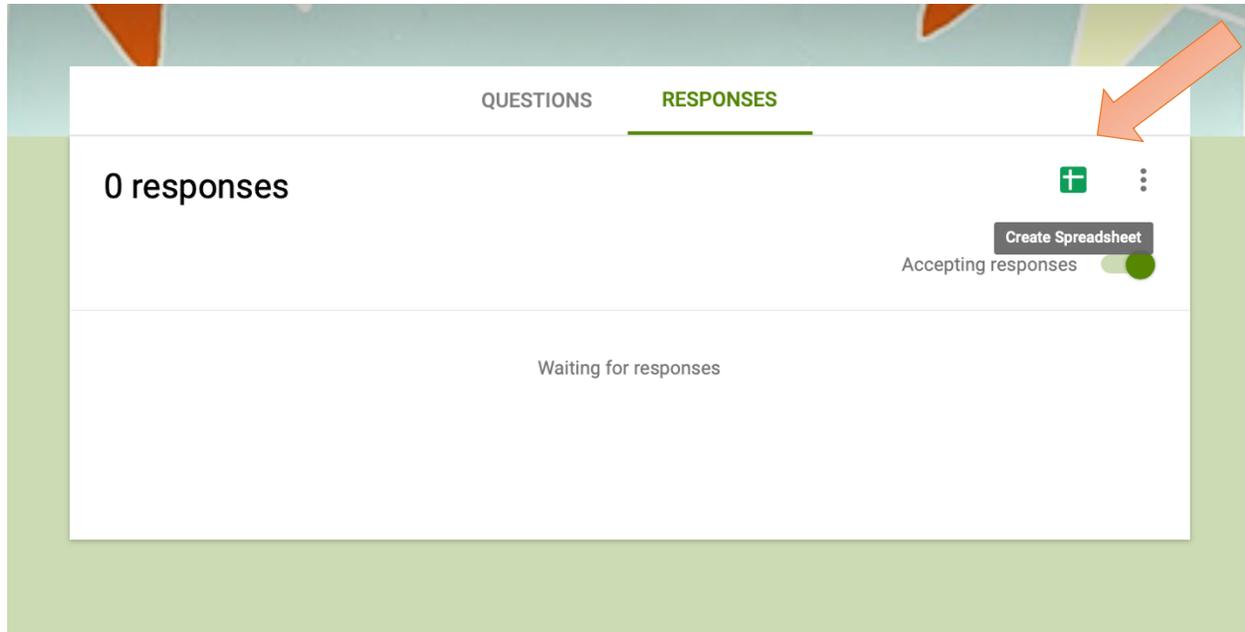
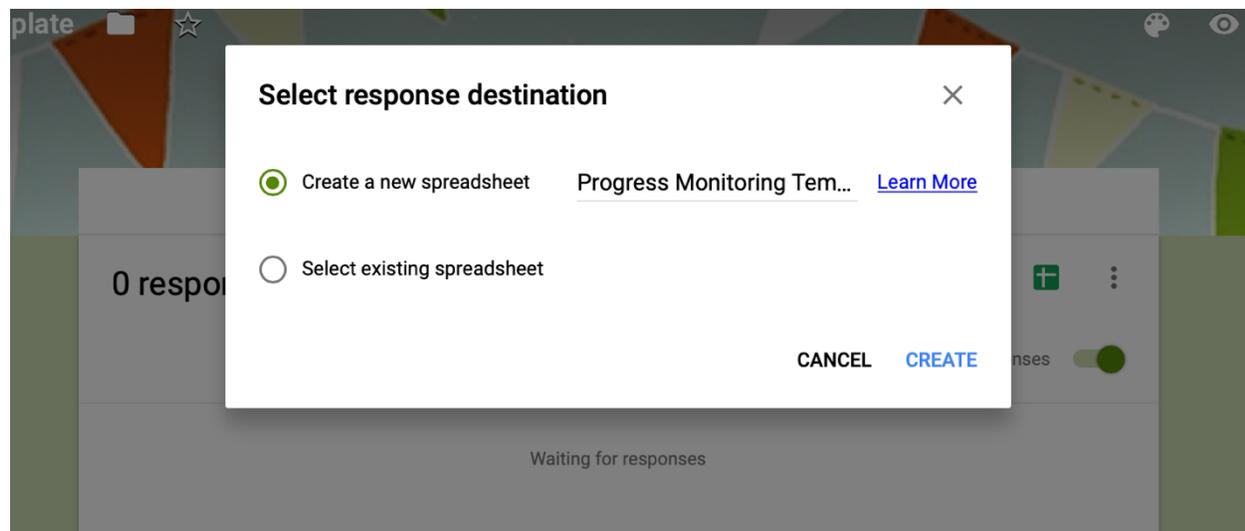


## Creating a Chart from Your Google Form:

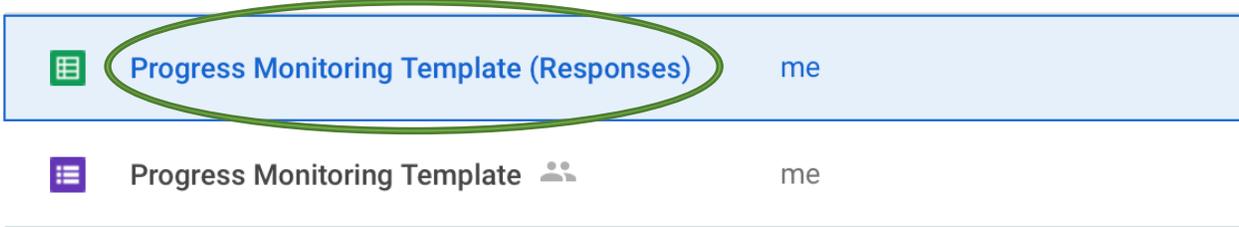
1. From the edit view of your Google Form, click on the responses tab and select the **green box** to *Create Spreadsheet*



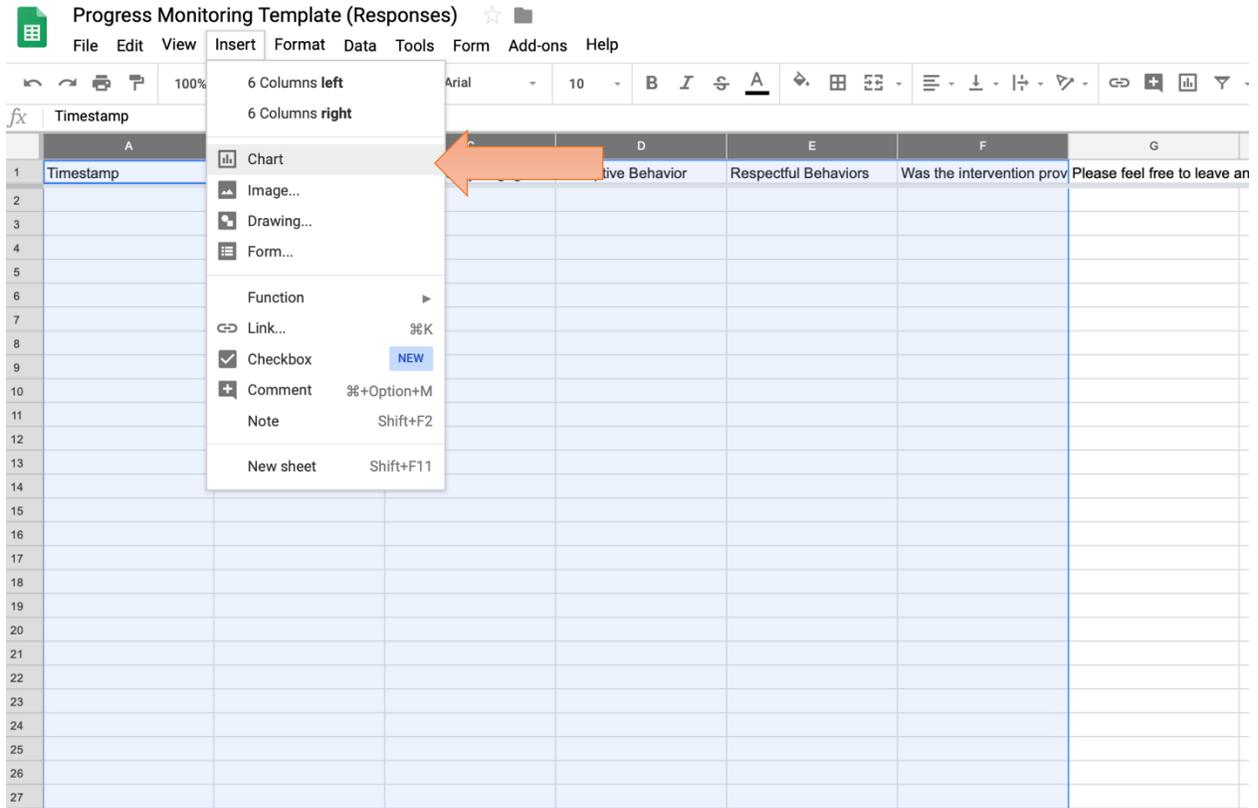
2. Type in the name of your new spreadsheet and click **create**



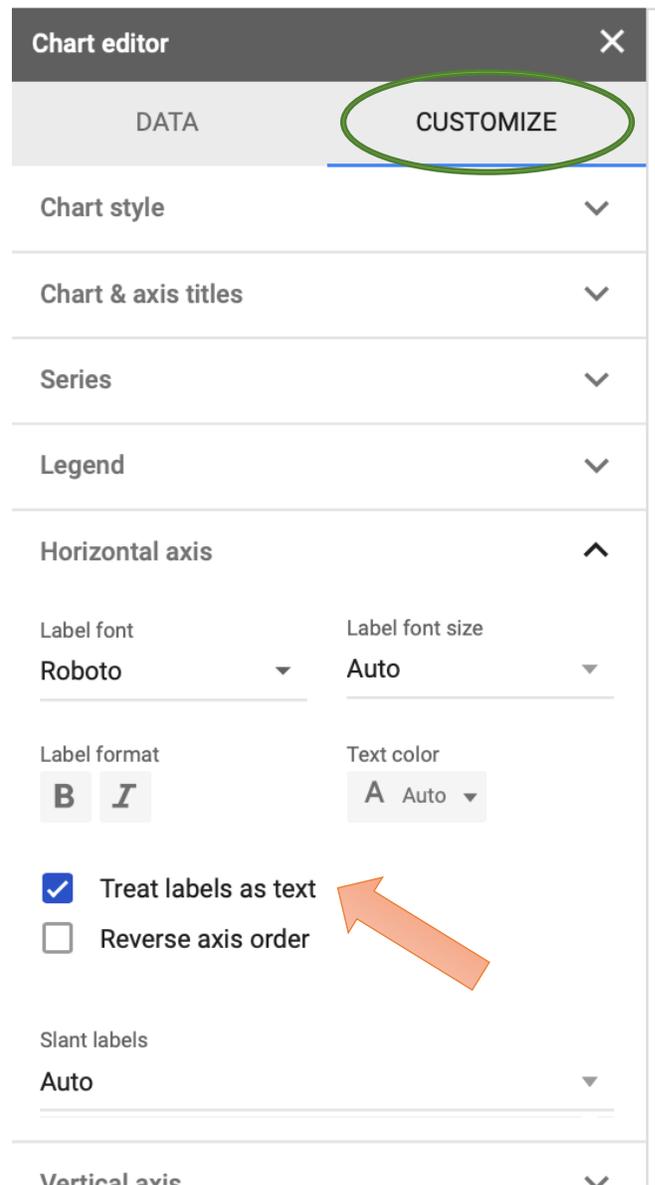
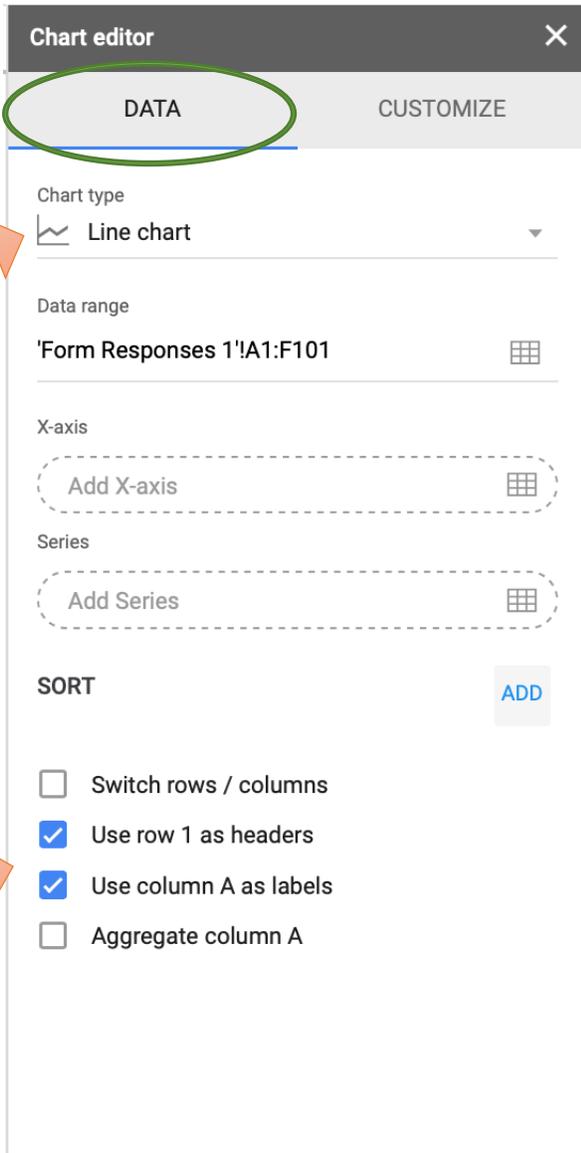
3. Open your newly created *Response sheet*



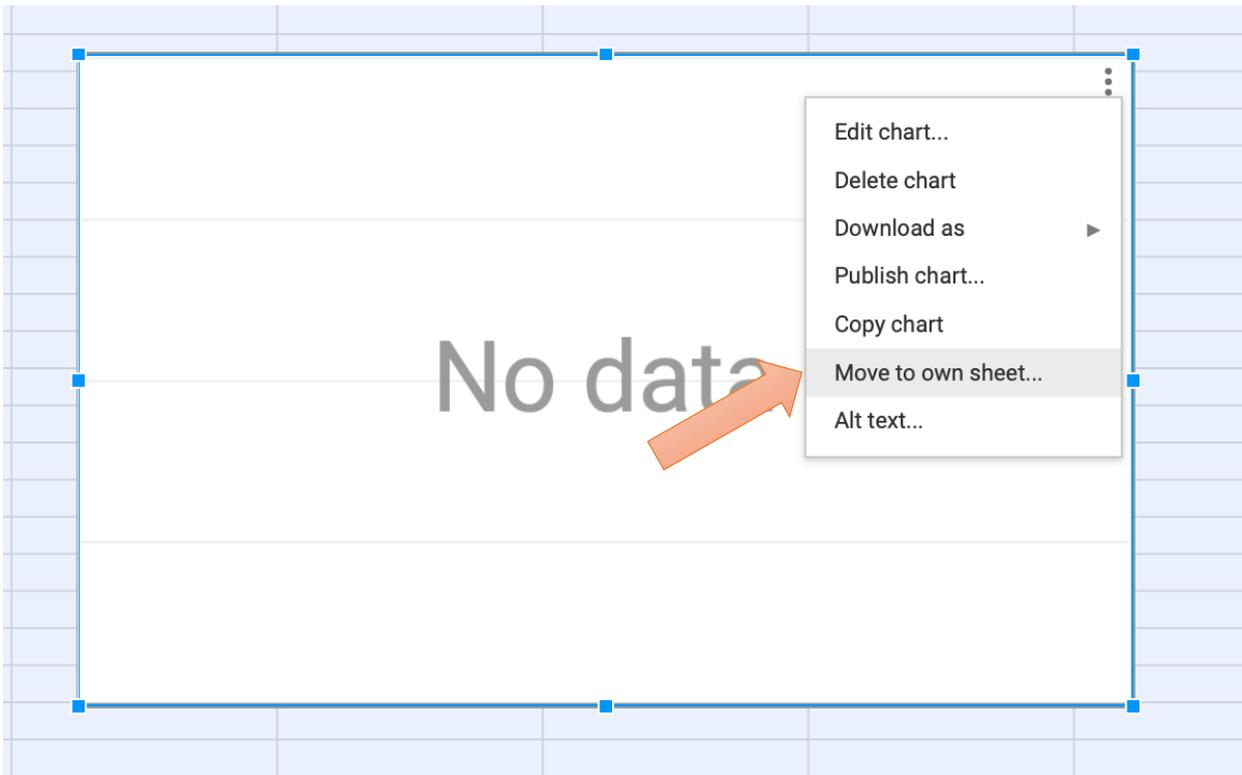
4. Highlight the data you want to include in your chart, go to the top of the page and click **insert**, then select **chart**



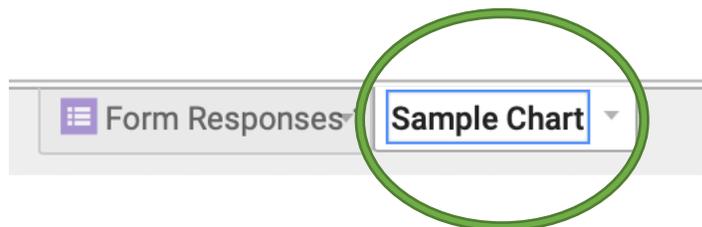
5. After your chart opens up, change your chart type to **Line chart** and check 'use row 1 as headers' and 'use column A as labels'
6. To correct the times on your horizontal axis: click on the times below the x-axis, select the Customize tab, then check 'treat labels as text'



7. Move the new chart to its own sheet by clicking the three dots in the top-right corner of the chart, then selecting 'Move to own sheet'

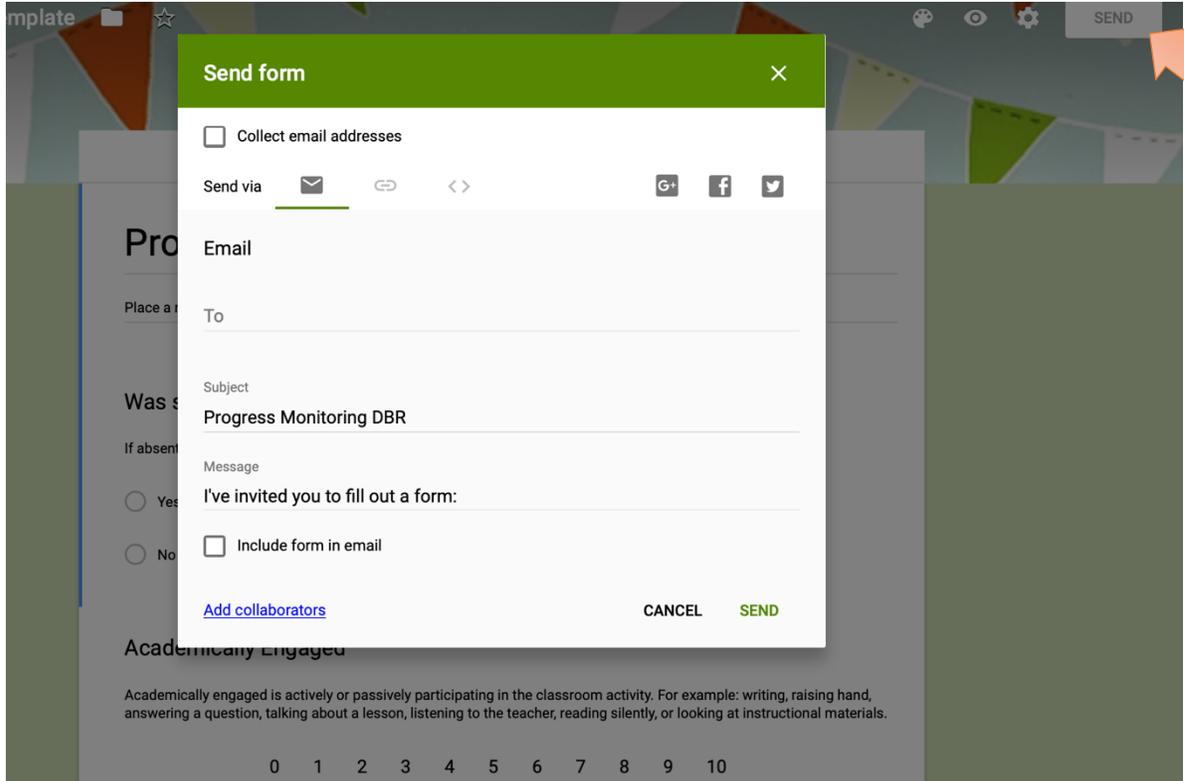


8. Change the name of your tab by double clicking the second tab at the bottom

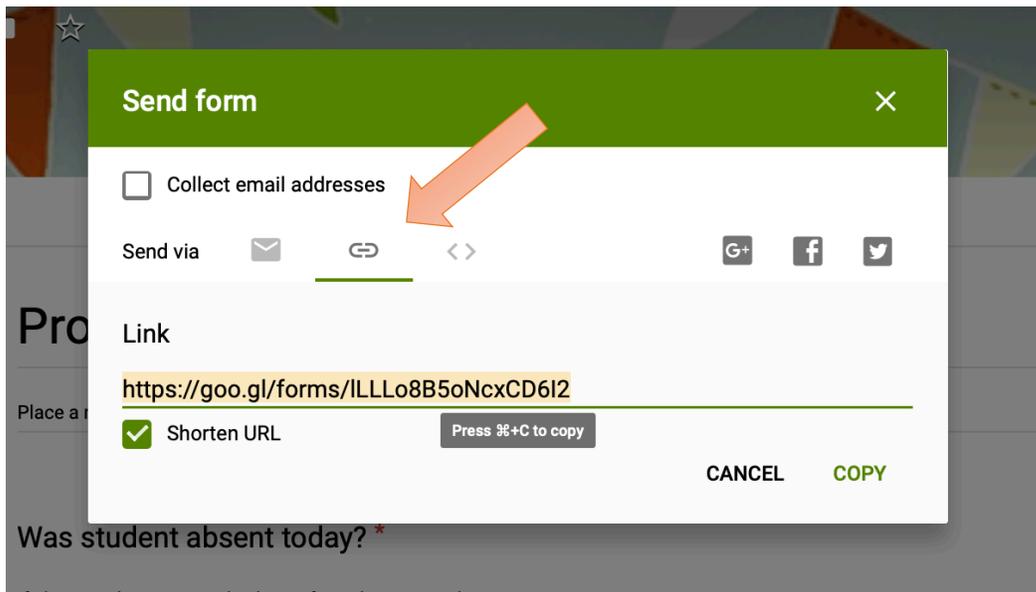


## To Send Your Form Using Boomerang

1. From the edit view of your form, click Send at the top right-hand corner

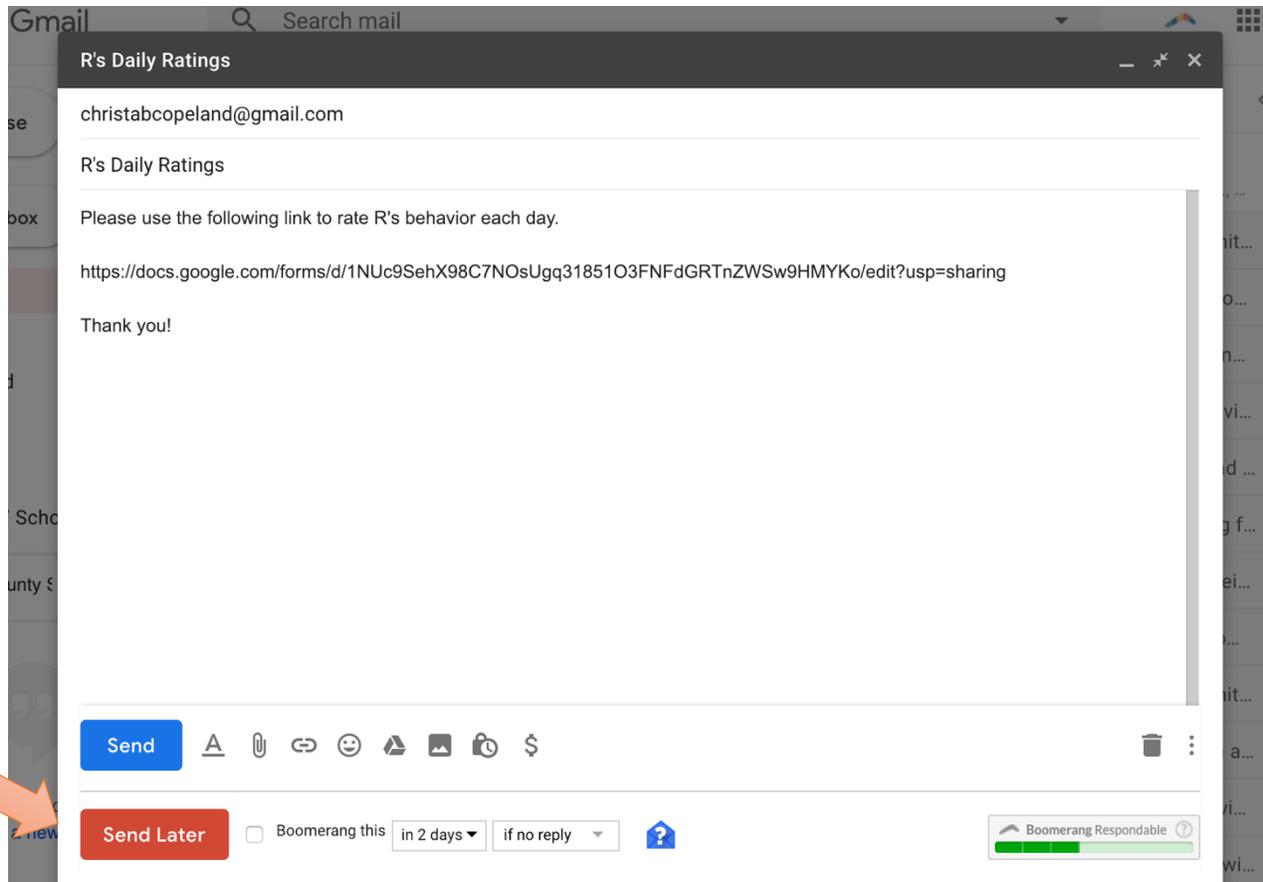


2. Click the picture that looks like a paper clip, check 'Shorten URL,' then *right click and copy* the link of your form



## Creating Charts w/Google Sheets and Sending Recurring Messages w/Boomerang

3. Open your Gmail account, compose your new message and paste the link from your form in the body of the email (*note: you will need to have already purchased and installed the Boomerang add-on to your browser*)
4. After your email is drafted, rather than select "SEND" select "**SEND LATER**" (Red Button)



5. To schedule recurring email messages (emails that will continuously come when scheduled – i.e., every Wednesday at 10:00 AM), select the button “**Schedule Recurring Message**” at the bottom

christabcopeland@gmail.com

Send Message:

In 1 hour  
In 2 hours  
In 4 hours

Tomorrow morning  
Tomorrow afternoon

In 2 days  
In 4 days  
In 1 week  
In 2 weeks  
In 1 month

At a specific time:  
*Examples: "Monday 9am", "Dec 23"*

1/17/2019 8:00 AM [Confirm](#)

**Schedule recurring message**

[Send Later](#)  Boomerang this in 2 days if r

6. Enter the details about your recurring message:
  - a. Determine which date you would like these to begin and the time that you'd like them to be delivered
  - b. Identify whether you want them to come daily (weekdays is an option!), or weekly/monthly/etc.
    - i. Ensure that the day(s) of the week are correctly selected
  - c. Identify when these messages should stop sending (i.e., end of the semester or end of school year) – you can choose a number of messages or you can choose the date in which you'd like them to stop.
7. When you've verified that all of this information is correct, select **"SCHEDULE"** and give it a few seconds to direct you back to your Gmail inbox

**Schedule Recurring Message**

Starts: 01/15/2019  Send Time: 3:00 PM

Repeats: Every Weekday 

Every: 1 week

On:  Sun  Mon  Tue  Wed  Thur  Fri  Sat

Ends:  After 10 messages  
 On   
 No end date

Summary: **Every week, on Monday, Tuesday, Wednesday, Thursday, Friday at 3:00 PM**

**Schedule**

8. To ensure you have your emails scheduled and ready to send out, click the “**Boomerang – Outbox**” tab on the left side; this is where all drafted emails which are recurring will be stored
  - a. If you ever need to make edits to the email, this is also where you can do that

